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PALMER COLLEGE BULLETIN

1920 1921

Vol. 10 *August 1, 1920* *No. 2*

ALBANY, - - MISSOURI

Palmer College

AND

Conservatory of Music

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UNIVERSITY OF ILLINOIS

A Junior College

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University of Missouri

ALBANY, - MISSOURI

Calendar

1920

Fall Semester

Tuesday, September 14, *Fall Semester begins. Registration Day.*

Wednesday, September 15, *Registration.* Classes organize.

Friday, September 17, Faculty Reception. 8:00 P. M.

Sunday, September 19, Convocation Service.

Friday, September 24, Literary Society's Reception.

Tuesday, October 5, Music Teachers' Recital.

Friday and Saturday, November 12-13, Mid-Semester Examinations.

Tuesday, November 16, Special Winter Semester opens.

Friday, November 19, Winter Students' Reception.

Thursday, Friday, Saturday, November 25-27, Thanksgiving Recess.

Tuesday, December 21, Christmas Concert.

Thursday, December 23, Christmas Vacation begins.

1921

Tuesday, January 4, Classes resume work.

Thursday, Friday, Saturday, January 20-22, Final Semester Examinations.

Saturday, January 22, Fall Semester closes.

Spring Semester

Monday, January 24, Spring Semester opens, Registration Day.

Tuesday, January 25, Class Work resumes.

Friday and Saturday, March 24-25, Mid-Semester Examinations, Winter Semester closes.

Thursday, Friday, Saturday, May 25-27, Final Semester Examinations.

Sunday, May 28, Baccalaureate Sunday.

Tuesday, May 30, Closing Commencement Exercises.

Faculty

1920-1921

FRANK G. COFFIN, A. M., D. D., President
Theology and Homiletics

ABRAM W. SPARKS, A. B., Dean
Social Sciences

DANIEL B. ATKINSON, A. M., D. D.
Biblical Literature

MYRNA BOYCE, A. M., Ph. D.
History

WILLIAM T. NOSS, A. M., Ph. D.
Philosophy and Mathematics

RUTH FORD-ATKINSON, A. B., A. M., Dean of Women
Mathematics and Art

O. PAULINE PIERSON, A. B., A. M.
Foreign Languages

ELSIE DERSHEIM, A. B., A. M.
English

OSCAR MUENCH, A. M., Ph. D.
Science

LETHA McGUIRE, A. B.
Librarian and Assistant in Language

MARY T. DEVEREAUX
Expression

EVA BRACKNEY
Domestic Science

LUCY KAVANAUGH PEERY
Voice

CLARE J. VELIE
Piano

EMMA ROBERTS NOSS
Violin

Commerce

ZENITH HURST
Assistant in Piano

MILDRED H. SMITH
Office Secretary

Football Team, 1919-1920

Organization

Corporation Officers

J. W. Piper, LeGrand, Iowa, President.
Rolon Jones, Shelby, Neb., Vice President.
F. G. Coffin, Albany, Mo., Secretary.

Trustees for One Year

L. E. Follansbee, Des Moines, Iowa.
H. E. Warren, Superior, Neb.
O. B. Whitaker, Weaubleau, Mo.
E. H. Willey, Orient, Iowa.
A. B. Price, Albany, Mo.

Trustees for Two Years

F. N. Slocum, Baring, Mo.
C. E. Huff, Oronoque, Kan.
A. L. Wingate, Avon, Ill.
Rolon Jones, Shelby, Neb.
J. A. Tipton, Albany, Mo.

Trustees for Three Years

M. Orban, Jr., Whittier, Calif.
C. G. Nelson, Gresham, Neb.
F. G. Coffin, Albany, Mo.
George E. Hutton, Madrid, Iowa.
J. W. Piper, LeGrand, Iowa.

Honorary Member of Board

W. F. Dalby, Albany, Mo.

Executive Board

J. W. Piper, LeGrand, Iowa.
J. A. Tipton, Albany, Mo.
A. B. Price, Albany, Mo.
F. G. Coffin, Albany, Mo.

ADMINISTRATION BUILDING

Historical Sketch

PALMER COLLEGE was organized and located at Le Grand, Iowa, 1865, then known as Le Grand Christian Institute. For a number of years the institution struggled along, meeting reverses and disappointment, incident to the early years of a private school, until 1890, when a new charter was secured and the name changed to Le Grand Christian College. The friends of the College made tremendous sacrifices for a number of years, that the institution might be placed on a solid financial basis. In 1897 the name was again changed to Palmer College, in honor of Francis A. Palmer, who had made possible an endowment of $50,000. A number of contributing factors made it necessary to seek a new location. In June, 1912, the institution was moved to Albany, Missouri, into the college property formerly occupied by The Northwest Missouri College. The Kansas Christian College then closed and sold the property to the Local School Board, and invested its funds in the improvement of the plant at Albany. Palmer College, in its present location, has acquired a plant valued at $150,000.00, including a new girls' dormitory and gymnasium, valued at $40,000.00, which was opened in the fall of 1916.

In the early part of 1916 steps were taken to organize the school into a "Junior College" affiliated with the University of Missouri, as an "Accredited School." Equipment was purchased, under the direction of the Junior College Committee of the University, a Biological Laboratory was equipped throughout, new apparatus added to both the Chemical and Physical Laboratories, a large addition of reference books made to the Library, making it adequate to the needs of a Junior College, and the courses reorganized to articulate with those of the University and other standard institutions. By official action of the Junior College committee the institution was placed on the official accredited list of Junior Colleges with the University of Missouri.

At the close of the fall semester, 1917, owing to the emergency caused by the war, the Board of Trustees voted to close the Literary part of the work until the close of the war, but to continue the Fine Arts departments. At the close of the spring semester, owing to the drains of the draft, it was found necessary to close this part of the work also.

The school was reopened in the fall of 1919 with Dr. F. G. Coffin, president, and a strong faculty. The work has been carried through the year in a very efficient man-

ner. A financial secretary, Rev. F. E. Rockwell, has been placed in the field and has already made good progress toward the raising of the $250,000.00 additional endowment.

The reopening has met with splendid response both in students and finance and prospects are bright for a prosperous future.

General Information

LOCATION

PALMER COLLEGE is located at Albany, Missouri, the county seat of Gentry County. Few towns in the Middle West are better fitted as a suitable location for an educational institution. Few towns of its size have as much wealth and activity, or as little undue ostentation. The city is fifty miles northeast of St. Joseph, on the main line of the Burlington railroad running from Des Moines and Chariton, Iowa, to St. Joseph, and connected with the main line of the Wabash from St. Louis to Omaha, by special auto bus line, which meets all trains at Evona, three miles south of Albany. Students coming from the north can reach Albany either by the Great Western railroad, connection at Conception to the Wabash, or by the St. Joseph and Creston line of the Burlington, connecting at Maryville with the Wabash, or via Omaha by the Wabash, or by the Burlington from Des Moines, via Osceola and Leon, Iowa. Those coming from the east can reach Albany via any connecting lines of the Burlington north, or from any connecting points on the Wabash, at Pattonsburg, Chillicothe and St. Louis. Those coming from the south may reach us via connecting points on the Wabash, or via Kansas City and St. Joseph over the Burlington. Those coming from the west may also reach us by Kansas City and St. Joseph by the Burlington.

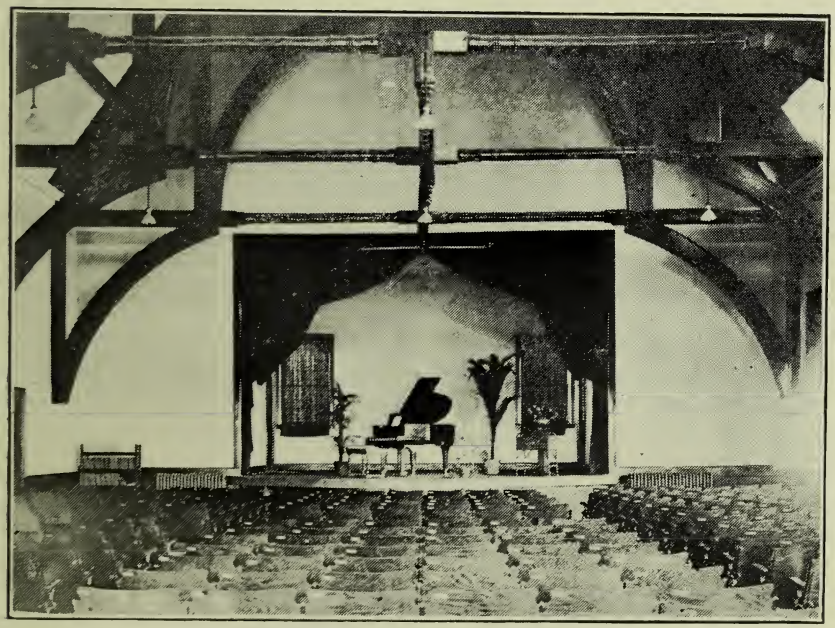
No college town west of the Mississippi offers a more attractive atmosphere and location for families who wish to locate near some educational institution for the purpose of educating their children than presents itself in the home of Palmer College, Albany, Missouri. This strategic point was selected not only because it is so easily reached from all points, especially throughout Iowa, Kansas and Missouri, nor because it stands practically in an unoccupied territory, as regards Christian colleges, but largely because of the merits of the city itself as a suitable place to train young men and women for the responsible duties of life. Albany has neither the disadvantage of the large city nor the small

KANSAS HALL—NEW GIRLS' DORMITORY AND GYMNASIUM

Campus View

Kansas Hall Dining Room

President's Office



Auditorium

town, and thus is an ideal college town. Its population is over 2,500, and composed of as substantial a class of citizens, with as little of the objectionable and undesirable elements as can be found in this section of the Missouri Valley. Ample provisions has been made for satisfying the different shades of belief and tastes in its various churches; Baptist, Disciples of Christ, Methodist Episcopal, Presbyterian and the Christian Church which holds its services in the college Auditorium.

The town points with pride to its finely equipped and well-stocked stores of merchandise of every description, dry goods, hardware, clothing, furniture, drugs, farm implements, notions, meat markets, groceries, lumber, etc., its two first-class hotels, two flour mills, three good banks, a handsome court house, a splendid high school building and grade school properties, an up-to-date telephone system, a fine Carnegie Library, and a large number of magnificent residences and homes. A salubrious climate, an intelligent, cultured, religious and hospitable community, a flourishing city with the most healthy college atmosphere invite the homeseeker, and challenge the attention of careful fathers and mothers, and considerate young men and women.

INFLUENCES

Albany, Missouri, lays claim to being one of the cleanest little cities in the Middle West. The citizens are thoroughly in sympathy with the College. The school is distinctively a Christian institution in motive, atmosphere, purpose and aim, standing always, unreservedly and uncompromisingly for the highest type of Christian culture.

The institution is in no sense sectarian. No instruction is given, or requirement made in the interests of any one denomination. Every student is required to attend the chapel exercises, Sunday school and morning and evening worship and Christian Endeavor meetings. All students are encouraged to attend the midweek prayer meetings, held in the churches, and all other religious gatherings. The whole atmosphere of the institution is characterized by the Christian spirit.

CONTROL

The College is controlled by the Christian Church, through a Board of Trustees, consisting of fifteen members, elected by the Western Christian Convention. The institution is not controlled by or related in any way to the religious body of people known as "Disciples of Christ," or "Church of Christ," sometimes called "The Christian Church."

BUILDINGS AND GROUNDS

The College is located on a beautiful campus of ten acres, on the crest of College Hill Addition, in the northeast quarter of the city. The campus, which cannot be surpassed for natural beauty, rolls in every direction from the highest point in the center of the grounds. Artistically seated on the brow of College Hill is the large Administration building, from which the beholder can look away for twenty miles over one of the prettiest stretches of country upon which the eye could feast.

ADMINISTRATION BUILDING

There is one large building in which the principal part of the work of the school is conducted, thus insuring convenience and saving of time, providing class room, studios, Chapel Hall, Laboratories, Library and President's Office. The building is modern in all its appointments, equipped with steam heat, electric light, bath room, toilets and lavatories, hot and cold water on every floor—a complete water system throughout. The structure, built of first-class pressed brick, trimmed in stone, with three stories and a basement, with all good, strong, center walls, and a slate roof, is 125 feet long and 84 feet wide, with a large Auditorium 81 feet long by 43 feet wide.

NEW GIRLS' HALL AND GYMNASIUM

Owing to the crowded condition in the Administration Building, and the demand for more room and the need of better facilities for taking care of the girls, early in 1915 a movement was started for a new girls' hall and gymnasium combined. A fund for $30,000 was subscribed, the citizens of Albany and community providing $15,000 and $15,000 was secured among the friends of the school outside of Gentry County, the first $5,500 of which was realized from the sale of the property formerly owned and occupied by the Kansas Christian College, and turned into this fund by the Kansas State Conference. To perpetuate the memory of the Kansas School, for which so much sacrifice had been made, the new building was named "Kansas Hall." This splendid structure is of colonial design, massive in its outlines, trimmed in beautiful white stone, with a large stone entrance, and constructed of Chaldean Hy-Tex Vitrified wire cut brick. The building is 114 feet 10 inches long by 33 feet 10 inches wide, facing the west, and three stories high, with a 45x70-foot gymnasium annex extending to the east. The equipment is modern in every respect, heated with the latest design Vacuum-Vapor Steam

Plant, so adjusted that every radiator is absolutely under the control of the occupant of the room, lighted with electric light, equipped with hot and cold water throughout, a fine swimming pool, shower baths, lavatories and toilets in the basement, and two bath rooms on each floor of the dormitory.

The rooms are large and well-lighted and ventilated, providing accommodations for fifty girls, with a suite of rooms for the Dean of Women and a large students' parlor and reception room. It has dining room, kitchen, laundry and store rooms in the basement. The rooms are all furnished uniformly with a strong steel folding bed, equipped with good springs and a mattress, thus making a cozy living room for the girls through the day. Each room is furnished with a good oak dresser having a large mirror; a library table, equipped with book shelves at each end; two solid oak rockers, one plain oak chair and one large and one small rug.

GYMNASIUM

The gymnasium is large and well equipped for the physical training class, connected directly with the girls' hall, with outside entrance for the boys and the public, when admitted for contest games, etc. For the present both boys and girls will use the gymnasium until a special gymnasium can be erected for the boys.

THE AUDITORIUM

The auditorium of the College is located at the east wing of the Administration Building, a large, well-lighted room, seating 500 people, fitted with the latest design of roomy comfortable opera chairs. The architectural design is massive and beautiful, with large overhead arches, which give the room dignity and symmetry. In its construction the best known principles of ventilation and acoustics have been followed. The large stage is well adapted to the presentation of such productions as are given by the students and teachers from time to time. A Mason & Hamlin Concert Grand Piano is on the stage. A pipe organ is needed, and it is hoped will be provided soon. Here are given all public recitals, concerts, and here the students and teachers assemble for chapel exercises, and for Sunday School, Christian Endeavor meetings and Morning and Evening Worship on Sundays.

LIBRARY

The library has recently been removed to the rooms formerly occupied by the commercial department, provid-

ing plenty of stack room and shelves as well as ample room for study. The library is catalogued, classified and indexed by the card system and a trained librarian is constantly in charge. Each year large collections of valuable reference works for the various departments are added. A fine collection of texts in History, English, Science, Education, Psychology, Sociology, Economics and Philosophy has been placed on the shelves this year for the use of Junior College students.

LABORATORIES

Extensive additions and improvements have recently been made in the laboratories, which enlarged their capacity and greatly increased the efficiency of the departments.

CHEMICAL LABORATORY

The Chemical Laboratory occupies the southwest corner basement room with large windows to give light and ventilation. Accommodations for twenty-five to thirty students have been provided with lockers, individual basins, running water and acetylene gas. Special apparatus has been added for experiments by the teacher, including cabinet equipped with water, acetylene gas and electricity.

PHYSICAL LABORATORY

The Physical Laboratory occupies the large room in the basement on the south side of the building. The room has two large windows, giving the advantages of sunlight and ventilation, and is equipped with ample apparatus for teaching Junior College Physics. Much valuable equipment has been added this year.

BIOLOGICAL LABORATORY

The Biological Laboratory occupies the northwest corner basement room with four large windows, which gives good light and ventilation. The Laboratory is well equipped with tables, desks, cabinets, compound microscopes, herbarium, stereopticon with fine collection of stereopticon slides and microscope slides and other necessary apparatus for the teaching of botany and agriculture. A number of new microscopes and other valuable equipment have been added this year.

DOMESTIC SCIENCE LABORATORY

The Domestic Science Laboratory, Kitchen, Dining room and Sewing Room occupies the southeast corner basement rooms, and are well lighted with large windows fac-

ing the southeast. The Laboratory is provided with a large, free light acetylene gas generator, which furnishes an adequate supply of pure, clean gas for the individual burners for cooking purposes. Each student is provided with an individual burner, cabinet and ample equipment for doing Junior College work. Refrigerator, china closet, kitchen cabinets, tables, dishes, dining room tables and chairs, sewing machines, sewing tables, dress forms, etc., have been provided to meet the requirements for standard courses in Domestic Science and Domestic Art in the Junior College.

Music Studio

Each of the music teachers is provided with a special studio, equipped with the necessary instruments for teaching. Practice rooms are also provided, adequately equipped.

Commercial Department

The Commercial Department rooms are located on third floor of the Administration Building and are well supplied with the necessities for doing first-class work.

Literary Societies

At the opening of the fall semester of 1916 two literary societies were organized. The old Adelphian Society was reorganized and the new society, the Philomathean, begun. These societies hold their meetings in the auditorium. Each society furnishing the programme on alternate Friday night. Every student is encouraged to unite with one of these societies, and proper recognition is given for all the work faithfully done.

Religious Organizations

The atmosphere of the institution is distinctively Christian. Every teacher must be a member of some evangelical church and must be positively interested in Christian work. Students are held responsible for regular attendance of Chapel Exercises on Tuesdays and Fridays and the Sabbath services. The students and teachers conduct a regular Sunday School each Sunday morning, and a regular Christian Endeavor Society meeting on Sunday evening. The Ministerial Association is made up of young men and women preparing for the various types of Christian ministry, Christian work and social service. The meetings are held on Monday evening of each week.

College Athletics

Palmer College is now in position to give every possible encouragement to clean athletics under the supervision of the Faculty. Every student is required to take regular athletics, unless excused from the same by the President. Regular classes and instruction for both young men and young women are organized at the opening of each semester. Provisions have been made for basket ball, lawn tennis, croquet and other suitable games for young men and women. A regular record is kept of student attendance at gymnasium classes, and absences deduct from the regular semester grades, just as an absence from any class would reduce the term grade. At least two hours' college credit is allowed for honest work in this department.

Room and Board

Ample provision has been made for rooming and boarding the students by the management of the College and citizens of Albany. Non-resident students are required to board in the College dining hall, unless excused by the President. Girls will be allowed to serve meals in their rooms only in case of sickness. Accommodations for fifty girls have been provided in the new Kansas Hall and all non-resident girls are expected to room here. When there is some special reason why they should room out in town, permission must be secured and the place of rooming must be approved through the College management.

The citizens of Albany have built large and commodious homes and many of them have provided extra rooms for students, and boys will have no trouble in securing rooms close to the College grounds at a rate of from $1.00 to $2.00 per week. This is determined by location, conveniences and whether one or two boys occupy the room. All places of rooming must first be approved by the College management before the final arrangements are made for their use. Young men will consult the President of the College about rooms before making any selection. Students will furnish their own linen, towels, soap, bed blankets and necessary covering, and such other articles as will add convenience and comfort.

DINING HALL

The College Dining Hall is located in the basement of Kansas Hall and provides accommodation for about one hundred students. Here students and teachers will board

at the lowest rates consistent with good services. The boarding hall will be operated on the co-operative plan. All expense for light, heat, fuel, kitchen and dining room help, a nominal rental of rooms occupied must be paid and the balance is used to furnish the table, which provides healthy and wholesome food in sufficient variety and quantity to meet the needs of the students and teachers.

OPPORTUNITIES FOR SELF SUPPORT

The College gives every possible encouragement to young men and women who are entirely dependent upon their own effort for their expenses. There is but little excuse in this age for any young person with good health failing to secure a good education. Very seldom has a good student with a good character, regular habits, etc., been compelled to leave College because of a lack of means. Many students pay a part and some pay all of their expenses by working around the College and about the city at such tasks as are available. There are always a number of opportunities for employment during spare hours, including Saturdays, in the offices, stores, places of business and in homes, firing furnaces, cutting wood, mowing lawns, and many other tasks that are always open to the energetic and industrious student.

While the management does not guarantee any positions of this kind, every effort will be made to encourage students who desire to pay a part of their expenses in this honorable way. The student who has the right kind of ambition always finds the job he needs.

PRIZES

The President of the College offers a gold medal to the young man or woman who wins the Oratorical Contest to be held during Commencement Week. Only students making good records in scholarship and deportment may compete for the prize. The orations must not exceed 1,500 words, and must be submitted to the faculty at least by April 15th.

The Literary Society offers a prize of $10 to the student winning the society contest for the best original composition of not more than 2,500 words, to be awarded on the second Friday night of the Spring Semester. The same conditions apply to contestants for this prize as for the oratorical contest.

The Music Department offers a gold medal, known as the "Garret-Bishop Medal," for the highest standard work

in piano music, to be awarded by a special committee appointed for the purpose.

Regulations

The government of the College is conducted by the President and Faculty, under the authority and with the co-operation of the Board of Trustees. Good discipline is fundamental to the very existence of a good college. There can be no intellectual, moral, or spiritual development without it. The institution seeks to maintain high standards of regulation and discipline by placing such restraints upon the students as are for their best interests, as well as that of the school. The College assumes the student to be truthful and honorable until his conduct proves otherwise.

The act of registration is an acknowledgment on the part of the student that he is willing to obey the rules of the College. Parents send their children to such institutions, that they may develop into honorable men and women. Character is to be the goal always, and numbers a secondary consideration. This end will always be kept before the student by the Faculty, and to accomplish this object there must be a wholesome moral and religious sentiment among all the students. Therefore, when any student, by continued neglect of duty, ceases to receive benefit from his or her connection with the College, and by precept or example injures others, he will be asked to sever his connection with the institution, and his parent or guardian will be asked to remove him. Such additional provision for student government will be made from time to time as the conditions and necessity demand.

RECITATION, STUDY AND RECREATION HOURS

Study Hours: From 8:00 a. m. to 12:00 m. and from 1 p. m. to 4:00 p. m.

Night Study Hours begin at 7:00 and continue until students retire for the night at 10:00.

Recreation and Gymnasium Hours: From 4 to 6 p. m. *Recitations* begin at 8 and continue to 12:00 a. m. and from 1 to 4. Laboratory periods 1 to 4 p. m.

SOCIAL HOURS

Special social hours will be allowed only in rare instances.

Social hours from 7 p. m. to 9:45 p. m. on Friday night to those attending the Literary Society meetings.

From 3 to 5:30 p. m. on Saturday and Sunday afternoons. Also from 6:30 to 7 each evening. Any abuse of these privileges will forfeit them to the student offending.

Teachers

Music teachers preside at all public assemblies and religious services. Student substitutes allowed only occasionally. All teachers are expected to attend regularly and promptly the regular chapel exercises and all special call meetings of the student body.

All teachers who board in the College Dining Hall are expected to be present regularly and promptly, and preside and keep order at the table, under the general supervision of the Dean of Women.

All members of the Faculty are expected to co-operate with the President and other members of the Faculty in the promotion of discipline and the best interests of the College.

Teachers are not allowed to discuss matters of discipline with students, and any member or members of the Faculty known to encourage students in violation of rules and regulations, or who are known to express sympathy with those students found guilty of the same and have been subject to discipline will thus violate the terms of the teacher contract and will be subject to dismissal at the discretion of the President of the Institution.

The Dean of Women shall have full charge and supervision of Kansas Hall, including the Dining Room and Kitchen, and all lady teachers rooming in the Hall are answerable to her in matters of conduct.

Every specific duty cannot be definitely known and assigned to each teacher in advance. Such duties as chaperoning students, when away from the college grounds, etc., are common burdens, and every teacher is expected to bear an equal share.

No teacher will be retained who is not competent and thoroughly qualified, and who does not cheerfully comply with all rules and regulations, and be strictly loyal to the spirit and ideals of the institution.

Method of Grading

The following uniform method of grading has been adopted:

E. (Excellent).
S. (Superior).
M. (Medium).
I. (Inferior).
F. (Failure).
Del. (Delayed).
Exc. (Excused).

The following are the numerical values for the report of grades in the final semester examinations: E—95; S—90; M—85; I—80; F—no grade recorded.

Class Regulations

A daily record is kept of each student's attendance and class work on a scale running from zero to one hundred. About ninety-five shows superior excellence. Less than seventy-five (passing grade), indicates want of capacity, or such habits of idleness as, if persisted in, will make necessary the dismissal of the student from the class.

Teachers are required to make weekly reports to the office of the standing and progress of all students in their respective classes. Reports of work accomplished, showing scholarship and general deportment will be sent to parents quarterly. Written tests will be held at stated periods during the semester. Final examinations are given at the end of the semester. The general average based on all these points will determine the semester grade.

Class sessions are sixty minutes long. Every unexcused absence from chapel, class or regular Sabbath services is counted as a demerit.

Demerits

A careful record is kept of each student's attendance at classes, chapel exercises, and for non-resident students, church, Sunday school and Christian Endeavor attendance. For each unexcused absence from any of these or any required work of the College and for violation of rules and regulations for the government of the school a demerit is given, which takes from the semester grade of the student .3 per cent. Thus a student who has against him ten demerits at the end of the semester for unexcused absences, etc., would have deducted from his regular semester grades 3 per cent, as in the case a student's semester grade in mathematics 2, is S or 90, 3 per cent would be subtracted from 90, giving the student 87 or M.

Caution Fee

Every student doing regular work, when registering, is required to deposit a caution fee of $2.00. This will be returned when he withdraws regularly from the school, less whatever charges may be against him for breakage or damage to College property or loss of keys to rooms. All keys are charged to students who take them from the office at the rate of $1.00 each, and the student is held responsible for this key until the key is returned, otherwise the amount will be deducted from the caution fee. All malicious damage or defacing or property will be charged to this fund when the individual doing the damage cannot be known. Whenever the damage amounts to more than the prescribed fee an additional charge will be made to cover same.

SUGGESTIONS

On arriving in Albany come direct to the College office before making any arrangements for board or room.

Plan to arrive in ample time to make all arrangements, and be ready for the first class session of the term.

If students are coming from another college bring letters of honorable dismissal and such grades and credits as may have been won.

If coming from high schools bring certificates of standing, giving grades, number of hours' work done, and record of deportment.

The institution seeks to have a select body of students, and is anxious to have only those who are honest and upright, and deeply in earnest.

Funds to meet incidental expenses should be deposited at once in one of the banks. No money can be advanced to students, or articles purchased for them unless deposits are made for this purpose.

A UNIT DEFINED

The work of high schools and academies is based on the "Unit" system. The two years' preparatory work and the Freshman and Sophomore years of the junior college are high school work and based on the "Unit" system. A "Unit" means a subject of study pursued through a session of thirty-six weeks, recitation periods not less than sixty minutes long, and class sessions being held not less than four days in the week, provided that credit for but

one unit shall be given where classes occupy two periods, as in the Laboratory Sciences. One "Unit" is the equivalent of eight hours' college work. As a rule students are not allowed to carry more than four units of work during any one year.

Graduation

When a student has completed in a satisfactory manner the prescribed work in one of the outlined courses and his or her conduct and morals having been good during his or her connection with the school, the certificate, diploma or degree to which he or she is entitled will be conferred.

Students who have completed the required course in Piano, Voice, Violin or Oratory will be granted a Diploma. Post-Graduates in Piano, Voice and Violin will receive the Bachelor of Music Degree. Students taking the prescribed Bible work will be given Bible Teacher's Diploma.

General Information

I. *Definition of Terms*:

a. *Preparatory Department* means the first two years of high school work.

b. *Junior College* means the third and fourth years of high school work and the freshman and sophomore years of college work.

c. *Hour* is the term used to designate credits in the last two years of junior college work. An *hour* of credit represents work pursued one 60-minute period a week during one semester. Fifteen hours represent the work of one semester.

II. *Entrance Requirements*:

a. For entrance to the preparatory department the student must have completed eighth grade work in public schools, or its equivalent.

b. For entrance to the first year of junior college the student must have completed the work in the preparatory department, or the first two years of high school work.

c. For entrance to the third year of Junior College work (corresponding to the freshman year in the University), the student must have completed the work in the preparatory department and the first two years of Junior College work. This corresponds to the work of a four years' high school course, or fifteen units.

d. Subjects that may be offered for entrance to third year of junior college are as follows:

Subjects	Min.	Max.
English	4	3
Algebra (elem.)	1½	1
Plane geometry	1	1
Solid geometry	½	½
Plane trigonometry	½	½
§Arithmetic (adv.)	½	½
§Algebra (adv.)	½	½
History	4	1
American government	½	½
Latin	4	2
Greek	3	2
German	3	2
French	3	2
Spanish	3	2
Physics	2	1
Chemistry	2	1
General biology	1	1
Zoology	2	1
Botany	2	1
†Physiology	1	1
Physical geography	1	½
Agriculture	2	1
Music	1	½
Drawing	2	1
*Manual training	2	1
*Domestic science and art	2	1
*Economics	½	½
*Commercial geography	½	½
*Bookkeeping	1	½
*Stenography and Typewriting	1	1
Teacher-training	2	2

§Must be preceded by elementary algebra and plane geometry.

†In cases where the study of physiology has been preceded by a year's study of general biology, botany or zoology.

*The maximum amount of commercial and industrial subjects accepted is four units.

e. Of the fifteen required units the following are fixed: Three units in English; two in mathematics; two in one foreign language; one in science. The remaining units may be selected from the electives in the table above.

f. Accredited high school courses in Domestic Science and in Art are offered as electives, but are not included in regular tuition fees.

The *Degree of Associate in Arts* is conferred upon students who satisfactorily complete sixty hours of college work, or the four-year Junior College Course.

g. Graduates in oratory or music may offer the work done in these departments for entrance credit. Under no circumstances will a credit of more than one unit be allowed for one of these courses.

III. *Requirements for Graduation*:

(a) For students who intend to go from the Junior College to the University the following requirements are made:

1. Completion of all entrance work.
2. Completion of 60 hours of college work.
3. 34 hours are required as follows:
   (a) 6 hours of English; (b) 5 hours of history; (c) 5 hours of ancient language; (d) 5 hours of modern language; (e) 3 hours of mathematics or logic; (f) 5 hours of physical science; (g) 5 hours of biological science.

4. The remaining 26 hours may be selected from any of the regular college courses offered, and certain courses in Music and Domestic Science.

(b) For students who do not intend to pursue further college work courses may be selected from any of the work approved by the State University.

These requirements may be waived on the following conditions: If the student presents four units for entrance in one of the requirements (*b*) or (*c*), or three in (*d*) or (*e*), or two in (*f*) or (*g*), he will be excused from that requirement.

IV. *Classification of Students*:

Students are classified as: Preparatory, Regular College, Conditional College, Special.

In the college department a student is classified as *regular* who is carrying fifteen hours of college work a semester, and who has met all the entrance requirements.

A student is classified as *conditioned* who is carrying at least twelve hours of college work a semester, and who is not deficient in more than one point and a half of entrance work.

All students who are carrying fewer than twelve hours of college work a semester are classified as *special.*

V. *Advanced Standing*:

Students will be given advanced standing only on credits transferred from institutions of recognized standing, or for work done under conditions approved by the Dean. Such work will be tested by an examination given during the first week of school.

A student entering from another institution must present a statement showing honorable dismissal..

VI. *Degrees*:

The degree of Associate in Art will be conferred upon students who have completed the full Junior College requirements, and Bachelor of Music upon those who have completed a year's post-graduate work in music.

SPECIAL NOTICE—WINTER SEMESTER

Special attention is called to the calendar page. The work of the year is organized into 18-week Semesters. For the benefit of the students who wish to enter late in the fall and discontinue their work early in the spring a Special Winter Semester is provided, beginning in the middle of the Fall Semester and closing in the middle of the Spring Semester, thus allowing the Winter Semester student to earn a full 18-week Semester credit.

In this *Winter Semester* work can be secured in all the regular departments and new classes will, where deemed necessary by the College Management, be formed to meet the needs of the students registering at that time.

Outline of Entrance Requirements

ENGLISH

Three units in English must be offered:

1. One unit in Rhetoric and Composition.

2. One unit in English and American Literature.

3. One unit in English Classics.

The Classics prescribed must be selected from the following groups. Two selections at least must be made from each group, except as otherwise provided in Group I:

Group I. Classics in Translation. The Old Testament, comprising at least the chief narrative episodes in Genesis, Exodus, Joshua, Judges, Samuel, Kings and Daniel, together with the books of Ruth and Esther; the *Odyssey,* with the omission, if desired, of books I, II, III, IV, V. XV, XVI, XVII; the *Iliad,* with the omission, if desired, of books XI, XII, XIII, XIV, XV, XVII; Virgil's *Aeneid.* The *Odyssey, Iliad* and *Aeneid* should be read in English translation of recognized literary excellence.

For any selection from this group a selection from any other group may be substituted.

Group II. Shakespeare. *Midsummer Night's Dream, Merchant of Venice, As You Like It, Twelfth Night, The Tempest, Romeo and Juliet, King John, Richard II, Richard III, Henry V and Coriolanus;* and if not chosen for study *Julius Caesar, Macbeth* and *Hamlet.*

Group III. Prose fiction. Malory: *Morte D'Arthur* (about 100 pages). Bunyan: *Pilgrim's Progress,* Part I. Swift: *Gulliver's Travels* (Voyages to Lilliput and to Brodingnag). Defoe: *Robinson Crusoe,* Part I. Goldsmith: *Vicar of Wakefield.* Frances Burney: *Evelina,* Scott's novels; any *one.* Jane Austen's novels: any *one.* Maria Edgeworth: *Castle Rackrent,* or *The Absentee.* Dicken's novels: any *one.* Thackeray's novels: any *one.* George Eliot's novels: any *one.* Mrs. Gaskell: *Cranford.* Kingsley: *Westward Ho!* or *Hereward, the Wake.* Reade: *The Cloister and the Hearth.* Blackmore: *Lorna Doone.* Hughes: *Tom Brown's Schooldays.* Stevenson: *Treasure Island,* or *Kidnapped,* or *Master of Ballantrae.* Cooper's novels: any *one.* Poe: Selected tales. Hawthorne: *The House of Seven Gables,* or *Twice Told Tales,* or *Mosses from an old Manse.* A collection of short stories by various standard writers.

Group IV. Essays, Biographies, etc. Addison and Steele: *The Sir Roger de Coverly Papers,* or selections from the *Tatler and Spectator* (about 200 pages). Boswell: Selections from the *Life of Johnson* (about 200 pages). Franklin: *Autobiography.* Irving: Selections from *The Sketch Book* (about 200 pages), or *Life of Goldsmith.*

Southey: *Life of Nelson.* Lamb: Selections from the *Essays of Elia* (about 100 pages). Lockhart: Selections from the *Life of Scott* (about 200 pages). Thackeray: Lectures on Swift, Addison, and Steele in the *English Humorists.* Macaulay: any one of the following essays: *Lord Clive, Warren Hastings, Milton, Addison, Goldsmith, Frederick the Great, Madame d' Arblay.* Trevelyan: Selections from the Life of *Macaulay* (about 200 pages). Ruskin: *Sesame and Lilies,* or selections (about 150 pages). Dana: *Two Years Before the Mast.* Lincoln: Selections, including at least the two Inaugurals, the Speeches in Independence Hall and at Gettysburg, the Last Public Address, the Letter to Horace Greeley; together with a brief memoir or estimate of Lincoln. Parkman: *The Oregon Trail.* Thoreau: *Walden. Lowell*: Selected essays (about 150 pages). Holmes: *The Autocrat of the Breakfast Table.* Stevenson: *An Inland Voyage* and *Travels with a Donkey.* Huxley: *Autobiography* and selection from *Lay Sermons,* including the addresses on *Improving Natural Knowledge, A Liberal Education,* and *A Piece of Chalk.* A collection of essays by Bacon, Lamb, De Quincey, Hazlitt, Emerson, and later writers. A collection of letters by various standard writers.

Group V. Poetry. Palgrave's *Golden Treasury* (First Series): Books II and III, with special attention to Dryden, Collins, Gray, Cowper, and Burns. Palgrave's *Golden Treasury* (First Series), Book IV, with special attention to Wordsworth, Keats, and Shelley (if not chosen for class study). Goldsmith: *The Traveller* and *The Deserted Village.* Pope: *The Rape of the Lock.* A collection of English and Scottish ballads, as for example, some Robin Hood ballads, *The Battle of Otterburn, King Estermere, Young Beichhan, Bewick and Grahame, Sir Patrick Spens,* and a selection from later ballads. Coleridge: *The Ancient Mariner, Christabel,* and *Kubla Kahn.* Byron: *Childe Harold, Canto III or IV,* and *the Prisoner of Chillon.* Scott: *The Lady of the Lake* or *Marmion.* Macaulay: *The Lays of Ancient Rome, The Battle of Naseby, The Armada, Ivy.* Tennyson: *The Princess,* or *Gareth* and *Lynette, Lancelot and Elaine,* and *Passing of Arthur.* Browning: *Cavelier Tunes, The Lost Leader, How They Brought the Good News from Ghent to Aix, Home Thoughts from Abroad, Home Thoughts from the Sea, Incident of the French Camp, Herve Riel, Pheidippides, My Last Duchess, Up at a Villa—Down in the City, The Italian in England, The Patriot, The Pied Piper, De Gustibus—Instans Tyrannus.* Arnold: *Sohrad and Rustum,* and *The Forsaken Merman.* Selections from

American poetry, with special attention to Poe, Lowell, Longfellow, and Whittier.

FOR STUDY

This part of the requirements is intended as a natural logical continuation of the student's earlier reading, with greater stress laid upon form and style, the exact meaning of words and phrases, and the understanding of allusions. The books provided for study are arranged in four groups, from each of which one selection is to be made.

Group I. Drama. Shakespeare: *Julius Caesar, Macbeth, Hamlet.*

Group II. Poetry. Milton: *L'Allegro, Il Pensoroso,* and either *Comus* or *Lycidas.* Tennyson: *The Coming of Arthur, The Holy Grail,* and *The Passing of Arthur.* The selections from Wordsworth, Keats, and Shelley in Book IV of Palgrave's *Golden Treasury* (First Series).

Group III. Oratory. Burke: *Speech on Conciliation with America.* Macaulay's *Speech on Copyright* and Lincoln's *Speech at Cooper Union.* Washington's *Farewell Address and* Webster's *First Bunker Hill Oration.*

Group IV. Essays. Carlyle: *Essay on Burns,* with a selection from Burns' Poems. Macaulay: *Life of Johnson.* Emerson: *Essays on Manners.*

MATHEMATICS

Three units may be offered.

1. A thorough knowledge of elementary algebra through simple quadratics. One unit.

2. Plane Geometry. A full year must be spent in some standard text. A part of the year should be spent upon the applications of Algebra to Geometry, and of Geometry to Algebra.

3. One-half year should be spent in the study of Algebra, after the work of Elementary Algebra and Geometry, completing the text beyond progressions. One-half unit.

4. Solid Geometry should cover a full half year's work, in order to be acceptable. One-half unit.

LATIN

Two units in Latin may be offered for entrance.

1. The work included in some standard first Latin book.

2. Four Books of Caesar's Gallic War composition at least one-fifth of the periods.

GREEK

Students may offer two units of Greek as follows:

1. Elementary Greek, including the work offered in some standard text. One unit.

2. Xenophon: Anabases. Books I—IV, with exercises in composition based on the text. One unit.

GERMAN

For entrance two units in German may be offered.

1. A careful study of some standard text, including the elementary and essential principles of the language, with the reading of seventy-five to one hundred and twenty-five pages of easy prose. One unit.

2. Prose composition and grammar; the reading of two hundred to two hundred and fifty pages of literature in the form of easy stories and plays. One unit.

FRENCH

Two units of French may be offered for entrance.

1. A careful study of essentials of grammar as found in some standard text: reading of one hundred to one hundred and fifty pages of easy prose. One unit.

2. Prose composition and grammar; reading of two hundred to three hundred pages of easy stories and plays. One unit.

HISTORY

One unit of Ancient History is required. Three additional units selected from those outlined below may be offered for entrance.

1. General History: A course based on some standard text covering a full year's work, including at least Mediaeval and Modern History. One unit.

2. English History: Course accepted when based on Montgomery's text or other standard text of equal scope. Must include a full year's work. One unit.

3. American History: Course accepted when based on some standard text, covering a full year's work, with supplemental reading, and notes taken from original sources. One unit.

SCIENCE

For the required unit in science one of the following may be offered:

Chemistry, with laboratory work. One unit.

Physics, with laboratory work. One unit.

General Science, with laboratory work. One unit.

Agriculture, with laboratory work. One unit.

CLASSIFICATION

The class standing of each student depends upon the number of units, or hours, he or she has earned. A unit course of study in a secondary school is defined as a course covering an academic year that shall include in the aggregate not less than the equivalent of one hundred and twenty sixty-minute periods of classroom work, two hours of laboratory work being equivalent to one hour of class room work. By an "hour" is meant four one-hour periods for one semester, or its equivalent in time.

I. *In the first year of the Preparatory Department.* (Equivalent to the freshman class in a high school). Students must have completed the eighth grade, as prescribed by their State Department of Education. Otherwise they are admitted upon condition with the understanding that they will remove their conditions during the first year of residence.

II. *In the second year of the Preparatory Department.* (Equivalent to the sophomore class in a high school). Students must have earned four or more required units for regular standing. At least three required units are necessary for admission to the class.

III. *In the Freshman Class of the Junior College.* (Equivalent to the junior class in high school). Students must have earned seven or more units, of which six are required for regular standing. No student will be admitted to the freshman class who has not earned at least six units.

IV. *In the Sophomore Class of the Junior College.* (Equivalent to the senior class in a high school). Students

must have earned eleven or more units, of which eight are required for regular standing. No student will be admitted to the sophomore class who has not earned at least ten units.

V. *In the Junior Class of the Junior College.* (Equivalent to the freshman class of a standard college). Each student must offer, for entrance to this class, fifteen accredited units, of which eleven are required for regular standing. Each student shall continue to rank as a junior until he has received credit for at least twenty-seven hours of college work. For admission to the class two conditions may be allowed which must be removed during the junior year of the Junior College.

VI. *In the Senior Class of the Junior College.* (Equivalent to the sophomore class of a standard college). Each student must have completed at least thirty hours of college work for regular standing. For admission to the class a condition of three hours may be allowed. The rank as a senior will hold until the required work of sixty hours has been completed.

VII. *In the Special Departments.* Students, a major portion of whose work is in the special departments, will be classified according to the standards of the departments in which they enter.

Courses of Study

Outline of courses offered in First and Second Preparatory and Junior College. The Faculty to determine the time in which each course will be offered.

FIRST PREPARATORY YEAR

Fall Semester

English I. (4) hours.
History I. (4) hours.
Latin I or German I. (4) hours.
Mathematics I. (4) hours.
Bible I. (1) hour. Elective.

Spring Semester

(Same as above)

SECOND PREPARATORY YEAR

Fall Semester

English II. (4) hours.
Mathematics II. (4) hours.
Latin II or German II. (4) hours.
History II. (4) hours.
Bible II. (1) hour. Elective.

Spring Semester

(Same as above)

Junior College Course

Freshman Year

Fall Semester
Required

English III. (4) hours.
Mathematics III. (4) hours.

Electives

Bible III. (1) hours.
German I or III. (4) hours.
Latin III. (4) hours.
History III. (4) hours.
Science I. (Domestic Science I.) (4) hours.
Science II. (Agriculture.) (4) hours.

Spring Semester

(Same as above)

SOPHOMORE YEAR

Fall Semester

Required

English IV. (4) hours.
Science III. (Physics). (4) hours.

Elective

Bible IV. (1) hour.
Domestic Science II. (4) hours.
History IV. (4) hours.
German II. (4) hours.
Music (Piano or Voice). (4) hours.
Latin IV. (4) hours.
Science IV. (Biology). (4) hours.

Spring Semester

(Same as above)

JUNIOR YEAR (OR FRESHMAN COLLEGE)

Fall Semester

Required

a. Col. English 1. (3) hours.
b. Col. Mathematics 1. (3) hours.
c. Latin IV (with extra work). (4) hours, or Col. Latin 1. (3) hours.

d. German III (with extra work). (4) hours, or Col. German 1. (3) hours, or Col. French 1. (3) hours, or Col. Spanish 1. (3) hours.

e. College Science 1. (Chemistry). (3) hours.

Spring Semester

Same as above, except that three hours of Logic may be taken instead of Col. Mathematics 1.

The above requirements may be waived on the following conditions:

If student offers for entrance in c four units, in d three units or in e two units.

Elective

Philosophy 3a. (3) hours.
College Science. 3. Home Economics. (3) hours.
Ethics 2b. (2) hours.
Col. History 1. (3) hours.
Psychology 1a. (3) hours.
Religious Education 1. (Fundamental Moral and Religious Values). (Open to Freshmen only). (1) hour.

SENIOR YEAR

Fall Semester

Required

Col. Science 2. (Botany). (3) hours.
Col. History 2. (3) hours.
Spring Semester the same.

Elective

Religious Education 2. (1) hour.
Col. French 2. (3) hours.
Psychology 1a. (3) hours.
Sociology 4b. (2) hours.
Mathematics 2. (Analytic Geometry). (3) hours.
Col. English 2. (3) hours.

Economics 5b. (3) hours.
Music 1. History of Music. (2) hours.
Music 2. Harmony. (3) hours.
Music 3a. Counterpoint. (3) hours.
Political Science 1. (American Government). (3) hours.

Col. English 3. (Public Speaking). (2) hours.

Physical Training. (3) hours per week during two years.

A sufficient number of hours must be elected from the above in the fall and spring semesters of the senior year to make a total of sixty hours before the degree can be conferred.

The figures in parenthesis represent semester hours.

The following are one semester subjects: Philosophy, Ethics, Psychology, Sociology, Music 3a, and Economics.

Description of Courses of Study

ENGLISH

FIRST PREPARATORY YEAR

English I. Advanced Grammar and Composition. A large number of pupils entering the high school are deficient in English Grammar. To meet this need the first year is given to a thorough review of grammar. The pupil is given a thorough course in the principles of English Grammar, and the importance of correct grammatical construction and analysis is constantly emphasized. Written exercises are required at least twice per week. The introductory principles of composition are studied throughout the year. The following will be critically studied and discussed in class:

For study and practice. (Select four).
Arnold, *Schrab and Rustum.*
Hawthorne, *Tales of the White Hills.*
Irving, *Sketch Book* (Selections).
Longfellow, *Tales of a Wayside Inn.*
Lowell, *The Vision of Sir Launfal.*
Poe, *The Gold Bug.*
Scott, *The Lady of the Lake.*
Stevenson, *Treasure Island.*
For outside reading. (Select four).
Bible, *Old Testament Stories.*
Cooper, *The Last of the Mohicans.*

Dickens, *The Tale of Two Cities.*
Kipling, *Kim.*
Mark Twain, *Huckleberry Finn.*
Poe, *Selected Tales.*
Rice, *Mrs. Wiggs of the Cabbage Patch.*
Stevenson, *Kidnapped.*
Wiggin, *Rebecca of Sunnybrook Farm.*

SECOND PREPARATORY YEAR

English II. Rhetoric and Composition. A study in the fundamentals of discourse. Classics will be studied in connection with Composition work. The first half of the text will be carefully studied and rhetorical principles will be drawn from classics read and analyzed. Description and narration will be given especial emphasis during this year, and the reading will be with reference to these subjects.

The following classics or substitutes of equal value will be studied and analyzed in the class:

For study and practice. (Select four).
Coleridge, *The Ancient Mariner.*
Goldsmith, *The Deserted Village.*
Palgrave, *Golden Treasury III* and *IV.*
Scott, *Ivanhoe.*
Shakespeare, *The Merchant of Venice.*
Tennyson, *Gareth* and *Lynette,* and the simpler idylls.
Thoreau, *The Succession of Forest Trees.*
Webster, *The First Bunker Hill Oration,* and other addresses.

For outside reading. (Select four).
Bible, *Esther, Ruth.*
Blackmore, *Lorna Doone.*
Bunyan, *Pilgrim's Progress.*
Dickens, *David Copperfield.*
Hale, *The Man Without a Country.*
Kipling, *Captains Courageous.*
Mark Twain, *Prince and Pauper.*
Scott, *Kenilworth.*
Warner, *Being a Boy.*

JUNIOR COLLEGE

FRESHMAN YEAR

English III. Rhetoric and Composition. During the first year of the Junior College Course the last half of the text is completed, together with a study of classics and a large amount of composition work. Analysis, arrangement, outlining and organization of material given especial em-

phasis. Each pupil will be required to write, memorize and deliver one debate and one oration. The required readings for class study are as follows:

For study and practice. (Select five).
Addison, *The Sir Roger DeCoverly Papers.*
Browning, *The Pied Piper* and shorter poems.
Eliot, *Silas Marner.*
Emerson, *Essays.*
Lincoln, *Selections from Speeches* and *Letters.*
Macaulay, *Life of Johnson.*
Palgrave, *Golden Treasury II.*
Shakespeare, *Julius Caesar.*
Stevenson, *Travels and a Donkey.*
For outside reading. (Select four).
Bible, *Genesis, Joshua, Judges.*
Dana, *Two Years Before the Mast.*
Goldsmith, *The Vicar of Wakefield.*
Hawthorne, *The House of Seven Gables.*
Hughes, *Tom Brown's School Days.*
Scott, *Quentin Durwald.*
Seton, *The Trail of the Sandhill Stag.*
Shakespeare, *A Midsummer Night's Dream.*
Stevenson, *Dr. Jekyll and Mr. Hyde.*

SOPHOMORE YEAR

English IV. History of Literature: A survey of the history of literature and the lives of the men who have made it. The larger part of the time will be devoted to the literature itself.

JUNIOR YEAR OR FRESHMAN COLLEGE

Col. English 1. A careful review of the fundamental principles of composition and rhetoric, including advanced work in Description, Narration, Exposition, Argumentation and Persuasion, co-ordinated with daily recitations, lectures and frequent original written exercises. Required of all Juniors. Fall and Spring Semesters; 6 hours.

SENIOR YEAR OR SOPHOMORE COLLEGE

Col. English 2. *Nineteenth Century Literature*: A study of the leading writers and movements of the century. Selections from Cowper, Coleridge, Gray, Burns, Goldsmith, Shelley, Keats, Byron, Wordsworth, Tennyson and Browning are studied and discussed in class. Collateral reading from the leading prose writers will be required. Outlines and original work required. Fall and Spring Semesters; 6 hours.

College English 7. A four-hour course in the fundamentals of public expression. A study of the general aims of speech and the factors of effectiveness in reaching the desired ends. A number of the best orations will be studied. Oral English, extemporaneous and impromptu speaking, debate and reference work. Course based on Phillip's effective speaking, with a great deal of supplementary reading. Two hours per semester throughout the year.

HISTORY

FIRST PREPARATORY YEAR

History I. Ancient History: The entire year is given to the study of Oriental, Greek and Roman history. The development of nations, the forces that have played upon them, and the evolution of institutions will be given careful emphasis. Throughout the year. (8) hours.

SECOND PREPARATORY YEAR

History II. Mediaeval and Modern History: A study of European nations and their development from the period of the Germanic invasions to the close of the nineteenth century. Throughout the year. (8) hours.

JUNIOR COLLEGE

FRESHMAN YEAR

History III. English History: For entrance to this course students are expected to have completed two years of High School work; in other words to be ready to enter the Freshmen class of the Junior College. A careful study of the development of the English nation, together with a careful survey of her institutions, government, social, political and religious life. Throughout the year. (8) hours' credit.

SOPHOMORE YEAR

History IV. a. American History: A year is given to the study of American History, institutions and government, with special emphasis upon the last fifty or sixty years of her development. Throughout the year. (8) hours' credit.

JUNIOR YEAR OR FRESHMAN COLLEGE

History 1. *European History*: Mediaeval and Modern Europe; a study of civilization in Western Europe and the development of nations, to the Congress of Vienna. Text: Robinson's History of Western Europe, or some

other text equally comprehensive in its scope. Constructive outlines and collateral readings required.

History of Europe in the Nineteenth Century. International Development and research in Nation Building, tracing the various political movements and reforms from the Congress of Vienna to the present. Collateral readings and original outlines required. Throughout the year. (6) hours' credit.

SENIOR YEAR OR SOPHOMORE COLLEGE

History 3. *American History*: An Elective Course in American History, using some such text as Heart, Epochs of American History, with a great deal of collateral reading. (6) hours' credit.

Political Science 1. *American Government*: A course in the activities of the American Government, Local, State and National. The course in European History or the equivalent is required for admission to this course. Three hours a week for two semesters. (6) hours' credit.

PHILOSOPHY

Courses elective in the Junior College:

Philosophy 1. *Logic*: An elementary study of scientific method, suited to the practical needs of the student. A course in constructive thinking and properly related expression of thought. Careful attention is given to propositions, syllogisms, the inductive methods of science and a critical examination of the nature of judgments and inference. Instruction from text-book, with lectures and exercises in the detection of fallacies. (3) hours' credit.

Philosophy 2. *Ethics*: A course designed to acquaint the student with the best standards of right-doing. A study of the elements of ethical theory and the more important fundamental facts. Recitations, occasional lectures and collateral reading based on the history of ethical philosophy. A review of the principal ethical theories is often required, illustrated from some historical or classic selections. Elective to Juniors or Seniors. (3) hours' credit.

*Philosophy*S 3a. An introductory course, outlining the history of philosophic thought, giving a brief statement of the contributions made by the thinkers of the different periods, introducing the student to the main theme of philosophic thought and teaching him how to approach any of its problems. Fullerton's and Roger's text. One semester. (3) hours' credit.

Sociology 1. *Elementary Sociology*: An introduction to the scientific study of social problems. The course consists of lectures and readings on certain fundamental problems, such as the nature of Sociology, its problems, methods and relation to other sciences, the bearing of evolutionary theory upon social problems, the origin and evolution of the family, the modern divorce problem, the growth of population, birth and death rates, immigration, the negro problem, the growth of cities and other fundamental problems of social life. One semester. (3) hours' credit.

Economics 1. An elective course in the principles of Economics, including a careful study of division of labor, the factors of production, the laws of diminishing returns, demand and supply, value and price, wages, interest, rent and profit, credit, taxation, regulation of monopolies, and international trade. Work based on some standard text, such as Seiger, Walker or Clark. Open to Juniors or Seniors. (3) hours' credit.

Psychology. (See courses in Education).

Domestic Science. (See Domestic Science Department).

Physical Training. (See Physical Training Department).

Music. (See Music Department).

Religious Education

INTRODUCTORY

No student can claim to have a liberal education who has not had a thorough course in Bible study, as well as English, Mathematics, Science and Languages. We believe the study of the English Bible is essential to the highest culture. Biblical truths are the very basis of every branch of learning. Its greatest devotees have been the greatest intellects of the ages. The chief justification for the Christian College is that it gives the very best training for an all round life. It believes in training the whole man, his religious and moral nature as well as his physical and intellectual life.

To this end, as a part of such training, the study of the English Bible is given an important place in our curriculum.

"The Bible is the one Book of which no intelligent person can afford to be ignorant." These classes are taught two periods per week throughout the year. No credit is

given for these courses, but a special Bible Teacher's Diploma will be given all students who complete the six courses.

PREPARATORY COURSE

Course I. The Life of Christ: A study of the Gospels, with emphasis upon the life training and ministry of Jesus.

Course II. Old Testament History: The study of the Old Testament; a brief but comprehensive survey of the chief personalities and events in Israel's history.

JUNIOR COLLEGE COURSE

Course III. The History of the Early Church: The study of the Acts and the Epistles, with emphasis upon the life, travels, and writings of the Apostle Paul. Pre-requisite—the Life of Christ.

Course IV. The Old Testament Prophets: A study of the lives and times of the prophets. Pre-requisite—Old Testament History.

College Course 1. (*Fundamental Moral and Religious Values*): (Open to Juniors and Seniors). A survey of the modern world, the trend of Western civilization, with an investigation of the moral and religious qualities of human personality vital to the individual and to society. (1) hour a week for 2 semesters.

College Course 2. (*The Bible as Literature*). (Open to Juniors and Seniors). A pure literary study of the Bible, with a view to a knowledge of the nature of its contents and to the appreciation of the beauty, variety and power of the whole Scripture as a work of literary art, based on Moulton's Modern Reader's Bible. (1) hour a week for 2 semesters.

(College credit will be given for the above two courses in Religious Education.)

College Course 3. (*Religious Pedagogy and Social Service*). A course dealing with the problems of the modern Sunday school, Missions, etc. A careful study will be made of the best methods of conducting an efficient Sunday school. A great deal of emphasis will be placed upon the relation of the Church and modern missions. A careful study will be made of social service and Church methods. The course will be taken up in the following order: a. The Modern Sunday School. b. The Church Missions. c. Social Service and Church Methods.

(Open to Juniors and Seniors.)

EDUCATION

To Junior Colleges accredited by the University of Missouri:

A state certificate authorizing the holder thereof to teach in the public schools of Missouri for a period of three years will be issued to the graduates of those institutions accredited by the University of Missouri as Junior Colleges, providing the following conditions have been met:

1. A minimum of twelve hours in education shall be required of all applicants for this certificate. This work shall consist of General Psychology, three hours, Theory of Teaching, three hours, School Administration, three hours, and one three-hour course from the following: History of Education, Educational Psychology, Special Methods, or Observation and Teaching. The courses offered must be the equivalent of the following:

General Psychology: An introductory course in General Psychology based upon such texts as Thorndyke's Elements of Psychology; James's *Briefer Course in Psychology;* Calkin's *First Book in Psychology;* supplemented by extensive library readings, and by Seashort's *Elementary Experiments in Psychology* as a laboratory manual. (3) hours.

Education 1. *Educational Psychology*: This course should present the main facts concerning the nature and development of the mind during childhood and youth with special reference to the meaning of these facts to the teacher. General Psychology must be required as a prerequisite. Text: Pyle, *Outlines of Educational Psychology.* (3) hours.

Education 2. *History of Education*: A study of the educational ideals and practice of those historic periods during which conceptions of education based on fundamental principles have been formulated. The principles should be considered in their application to the subject-matter, method and organization of present day education. The aim should be to present the central feature of past educational thought as a basis for the study of present day tendencies. Texts: Monroe, *Elementary History of Education.*

Education 3. *Methods of Teaching*: A general course which tends to formulate a method of class work and to

show the relation of the principles of teaching to the problems and principles of education. The student should be led to a full appreciation of method in modern education. Texts: Charter's *Methods of Teaching,* or Thorndyke's *Principles of Teaching.*

Education 4. *School Management*: A general treatment of the important administrative problems of rural, elementary and high school teachers and a study of the relations obtaining between the teacher and the pupil, the teacher and the principal, the teacher and the community, the teacher and the state. Texts: Dutton and Snedden, *School Administration,* or Strayer, *The Teaching Process.*

Mathematics

PREPARATORY COURSE

FIRST YEAR

Mathematics I. Algebra: A thorough training in the ordinary operations, such as the solution of systems of simple equations, factoring, fractions, involution, evolution, exponents, radicals, etc., through simple quadratics; Wentworth's Elementary Algebra, or some like standard text. Throughout the year. (8) hours.

SECOND YEAR

Mathematics II. Plane Geometry: A study of the relations of Algebra to Geometry and Geometry to Algebra, with demonstrations of original problems and exercises carried on with the regular propositions. Throughout the year. (8) hours.

JUNIOR COLLEGE COURSE

FRESHMAN YEAR

Mathematics III. Algebra and Solid Geometry:

a. Algebra: A review of Elementary Algebra, with a careful study of the more advanced topics included in secondary Algebra to the completion of the text. Hawkes & Luby-Touton text used. Fall semester. (4) hours.

b. Solid Geometry: Wentworth and Smith text The completion of the text. Spring Semester. (4) hours.

JUNIOR YEAR

Mathematics 1*a. College Algebra*: Selected portion of the subject and elementary theory of equations. Wentworth's College Algebra. Fall semester. (3) hours.

1*b*. *Trigonometry*: Granvill's Plane and Spherical Trigonometry. Spring semester. (3) hours.

Mathematics 2*a*. *Analytic Geometry.* (3) or (5) hours.

Mathematics 3. *Differential Calculus.* Prerequisite Analytical Geometry. Five hours a week for one semester. (5) hours.

Science

JUNIOR COLLEGE COURSE

Science I. (*Domestic Science I*): See Domestic Science Department).

Science II. (*Agriculture*): An introductory course with individual laboratory and field work and recitations based upon the laboratory work, the text books and assigned readings.

A systematic study of soils, plants, crops, and crop rotation will be made during the course. Four hours. (8) hours' credit.

Science III. (*Physics*): Required in Sophomore year of Junior College Course. A study in the elementary principles of heat, motion, sound, electricity and mechanics. Based on Milikan and Gales Text. Lectures class discussions and Laboratory work throughout the year. (8) hours' credit.

Science IV. (*General Biology*): A general survey of Biological Science, including the life processes, the activities, the adaptation as well as the structure of organism, treated from the standpoint of their general relation. Laboratory work, with careful drawings and notes on all observations, lectures and class discussions. Four hours. (8) hours' credit.

College Science

Chemistry 1. *Elementary Inorganic Chemistry*: Junior year of college course. Experimental lectures, recitations and laboratory work. This course consists of a systematic study of the non-metals and their compounds, of the fundamental laws of chemical action, and the modern theories and hypotheses which have developed the science.

Chemistry 2. *Inorganic Chemistry*: Qualitative analysis. Six hours throughout the year. Text: McPherson and Henderson.

Botany 1. *General Botany*: Senior year of college course. Recitations, laboratory work, and field observations. This course includes an introduction to the study of protoplasm, of the cell and its activities, the plant being considered as a living organism. Special attention is given to some of the more important micro-organisms which are beneficial to man, or which are harmful or casual agents in disease. Throughout the year. (3) hours.

Ancient Languages

LATIN

PREPARATORY COURSE

FIRST PREPARATORY YEAR

Latin I. Beginning Latin: A year's work in the basic principles of the language, including careful and accurate pronunciation, accent, and the acquisition of a working vocabulary, daily drill in declensions and conjugation and translating of Latin into English and English into Latin. Some standard beginner's text will be used. Throughout the year. (8) hours.

SECOND PREPARATORY YEAR

Latin II. Caesar: Four books of Caesar's War will be read. Grammatical forms and principles of syntax will receive constant emphasis. Prose composition required. Throughout the year. (8) hours.

JUNIOR COLLEGE COURSE

Latin III. Cicero: During the third year four orations against Cataline, the oration for the Manilian Law and the oration for the Poet Archias will be read. Grammar and prose composition given special emphasis. Throughout the year. (8) hours.

Latin IV. Virgil's Aeneid: Fourth year work consists of about one thousand lines of Ovid's Metamorphoses, followed by the reading of the five books of the Aeneid. A careful study of Latin hexameter and the mythology and geography of the Aeneid will be required. If elected in Junior or Senior years, extra work will be required. Throughout the year. (8) hours.

COLLEGE LATIN

Latin 1. *Cicero's Orations*: Open to students entering with two entrance units in Latin. Selected orations and

letters of Cicero training in syntax and of the forms of the language. Three hours a week for two semesters. (6) hours' credit.

Latin 2. *Virgil's Aeneid*: Open to students entering with three entrance units in Latin. Study of subject matter, forms, prosody, syntax. Three hours a week for two semesters. (6) hours' credit.

Latin 3. *Cicero's Essays on Friendship and Old Age*: Open to students who have taken course I or II or who presented three units in Latin for admission. Careful review of forms and syntax. Three hours per week for two semesters. (6) hours' credit.

Modern Language

GERMAN

PREPARATORY COURSE

I. A careful and systematic drill in pronunciation, vocabulary, essentials in grammar, conversation and translation; oral and written reproduction of text; memorizing of colloquial and idiomatic phrases. Prose reading of from one hundred to one hundred and fifty pages. Throughout the year. (8) hours.

II. Completion and reviews of grammar, conversation based on text used. Three hundred pages of moderately difficult reading, principally prose. Drills upon the more difficult chapters of grammar, such as the passive voice, use of cases and prepositions, verbs, adjectives and uses of tense and modes. (8) hours.

JUNIOR COLLEGE COURSE

III. From four to five hundred pages of good modern prose stories and plays will be read during the year. Conversation in German, and a systematic drill in the development of ability to use the language effectively as a means of oral and written expression. Abundant practice in composition. Throughout the year. (8) hours.

FRENCH

COLLEGE COURSE

JUNIOR YEAR

French 1. *Elementary Course for Beginners*: Grammar, Fraser and Squair. Reading. Guerber's *Contes et Legends*, Part I. In this course stress will be placed on

pronunciation, composition and an easy reading knowledge of French. This course open to students in Junior year of junior college. Throughout the year. (6) hours.

SENIOR YEAR

French 2. *Composition*: Work based on Part II of Fraser and Squair's French Grammar. Emphasis will be placed on pronunciation and facility in reading easy French. Text books: Malot's, *Sans Famille;* Merrimee, *Colomba;* Loti, *Pecheur d' Islands;* Guy de Maupassant, Selections; Bouvet's French Composition. Throughout the year. (6) hours.

SPANISH

Spanish 1. *Elementary Course*: Grammar, reading and oral drill. Three hours a week for two semesters. (6) hours' credit.

Spanish 2. *Reading, Syntax and Composition*: This course aims to give a good reading knowledge of the written and some knowledge of the spoken language. Reading of the best modern novels and plays. Three hours a week for two semesters. (6) hours' credit.

Physical Training

In connection with Kansas Hall a 45x70 Gymnasium has been erected, which is equipped for class work in physical training. A swimming pool has also been included as a part of the equipment. Shower baths for both boys and girls and lockers for the boys have been provided.

PURPOSE

The purpose of the course is to offer to the students of Palmer College the opportunity of becoming physically well developed, vigorous and graceful. The department is itself a recognition of the fact that man is a unit and must be developed systematically if the best results, mental and moral, are to be obtained. Each student is required to take at least one hour of physical training work three days of the week, either in the gymnasium or in outdoor sports and games. Outdoor sports are encouraged, and, while the weather is suitable such games as baseball, tennis, croquet, etc., will be played. The principal indoor game is basket ball, and both girls and boys are encouraged to participate in the game.

The work of the department is under the direction of a competent instructor who is well qualified to direct the gymnasium and field athletics.

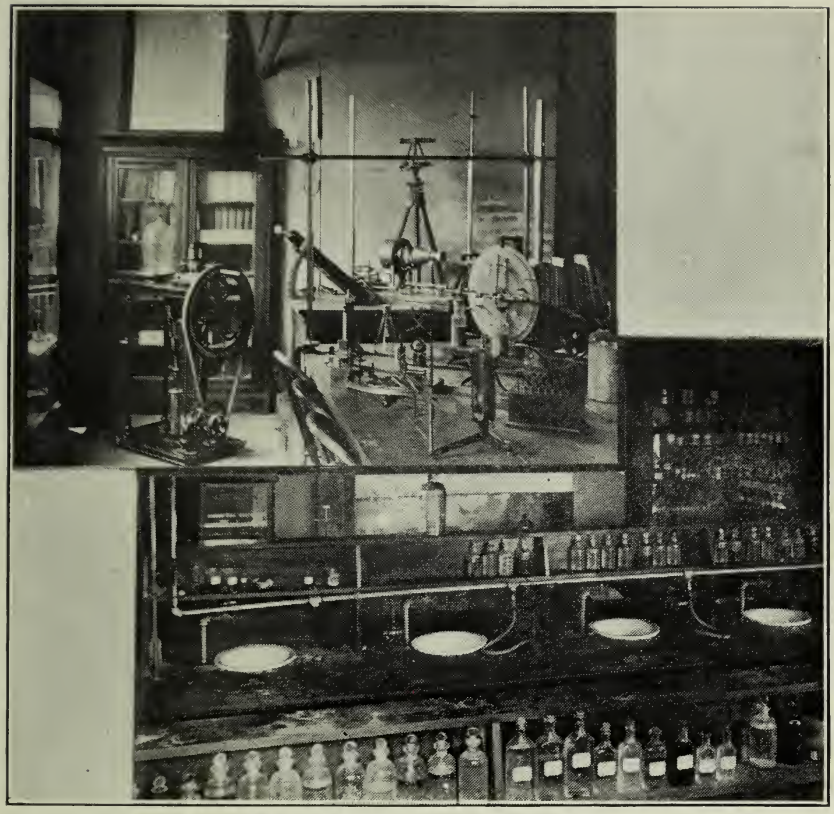
The course in physical training consists of the following:

a. Marching, floor tactics, class evolution.

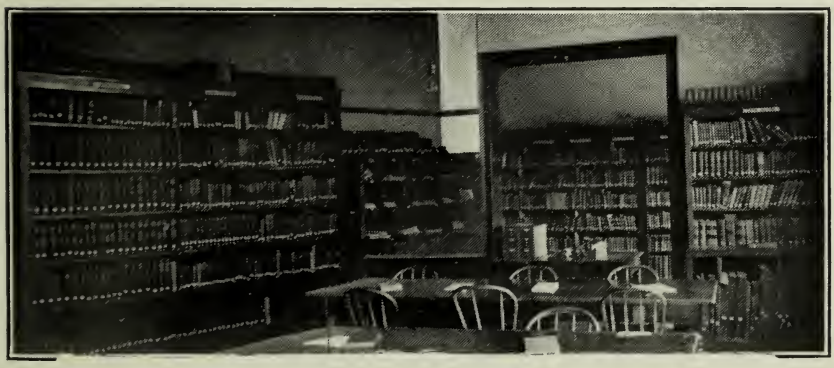
b. Graded free exercises and drills, with light apparatus and developing appliances, graded club swinging, dumb bells, etc.

c. Graded apparatus exercises.

d. Introductory graded exercises in athletics, gymnasium drills, drilling in hand tennis, hand ball, basket ball, volley ball and base ball. Three hours a week for two semesters. (3) hours' credit in the Junior and Senior College years.



Physical and Chemical Laboratories



Section of the Library

SPECIAL DEPARTMENTS

Department of Home Economics

The Department of Home Economics was opened in response to a demand for training in "Home Making." It is not our purpose to merely train cooks and dressmakers, but to raise the ideals and standards among the young women and teach those branches of social economy involved in housekeeping, which play such an important part in the development of culture and refinement in human life.

We are offering the following courses leading to a certificate, attesting the scope and content of work done. Prerequisite—two years' preparatory course.

FIRST YEAR

Science I.

Cooking Course I. (4) semester hours.

Sewing Course I. (4) semester hours.

ELECTIVE

Five units of work must be elected from courses in Junior College English, History, Modern Language, Ancient Language, Science and Music.

One unit in Physics required.

Course open to Freshmen and Sophomore students.

SECOND YEAR

College Science 3. *College Course in Home Economics.*

Course 1. Selection and preparation of food. (3) semester hours. Six hours' credit.

Course 2. Selection and construction of clothing. (2) semester hours. (No credit in the College of Arts and Sciences).

Course 3*a*. *Household Management.* (2) semester hours.

Course 4*b*. Food Problems for the Household. (2) semester hours.

Twenty hours of work must be elected from courses in Junior and Senior years of College course. Open to Junior and Senior students only.

DESCRIPTION OF COURSES

Science I. (Cooking Course 1). A careful study of the fundamental scientific principles underlying the cooking and preparation of foodstuff, including the making and care of fire, effect of heat application to different foods. Proper cooking utensils, selection of foods, kitchen sanitation, table setting and serving. Then a special emphasis placed on the preparation of food for the sick room. Practical work in the preparation of a meal. (4) hours. Open to Freshmen and Sophomores.

SEWING COURSE 1

A study of the various stitches, both in hand and machine sewing, as these are applied in the making of fancy work and simple dress. A study of the care and use of the machine and commercial patterns. Simple patterns drafted. Proper care of clothing and hygiene are studied. (4) hours. Open to Freshmen and Sophomores.

COLLEGE HOME ECONOMICS

COLLEGE SCIENCE 3

Course 1. *Selection and Preparation of Food*: This is an elementary food course, planned to give the student a knowledge of the principles underlying the selection and preparation of food. This course must be preceded or accompanied by Inorganic Chemistry. Three hours a week for two semesters. (6) hours' credit.

Course 2. *Selection and Construction of Clothing*: This course takes up the clothing problem of the college girl. The selection of materials and the principles of construction will be worked out through the planning and making of underwear and simple dress. Very little time is given to practice work. Two hours for two semesters. High school sewing is a prerequisite. No credit in the College of Arts and Sciences.

Course 3*a*. *Household Management*: This course is planned to give the student a general insight into the field of home economics through a study of the modern home. Each student plans and furnishes a house to suit certain definite conditions and estimated cost of same. Emphasis is placed upon household and personal accounts, budgets, marketing and the various problems that are essential for a well-planned home. Two semester hours. Open to Junior and Seniors.

Corner in Domestic Science Room

Course 4b. Food Problems of the Household: The aim of this course is to prepare the student to deal with the food problems as it presents itself in the average home. It includes the study of the principles of the balanced diet, the nutritive value and cost of the different food materials, the purchase and care of food in the home and the equipment for preparation and serving. Throughout the course meals are planned to meet definite conditions, prepared and served. It must be preceded by Courses 1 and 3. (2) hours' credit.

Palmer
Conservatory of Music
and
School of Fine Arts

Voice Studio

Conservatory Faculty

F. G. Coffin, President.

Lucy Kavenaugh Peery, Voice.

Claire J. Velie, Piano, Harmony and History of Music.

Zenith Hurst, Assistant in Piano.

Emma Roberts Noss, Violin.

Mary T. Devereaux, Expression.

Conservatory of Music

An education is not quite complete that does not include a course in classical music. No one dare deny the refining powers and influence of music, and that it is one of the great forces for moral development is an undisputed fact. A thorough course in music can be secured in no other way than in a regular music conservatory. "To expect to get a broad musical culture under a private teacher is as absurd as to try to secure a college education under a private instructor." Here we have together men and women who are specialists and artists, and are not to be compared to the average private teacher. The student has in addition to his or her regular music instruction the advantages of classes in the literary department, the public recitals and the refining influences of coming in daily contact and in constant association with student body and teachers.

"The place which music now holds in school programs is far too small. By many teachers and educational administrators music and drawing are still regarded as fads or trivial accomplishments not worthy to rank as substantial educational material; whereas, they are important features in the outfit of every human being who means to be cultivated, efficient, and rationally happy."—Charles W. Elliott.

THE PIANO DEPARTMENT

The work of the Piano Department is under the direction of Mr. Clarence J. Velie, graduate of the Hill Piano School and Cornell University. He studied one year under Franklin Cannon of New York City and two years under Howard Wells of Chicago. Mr. Velie has also made two coast to coast tours in concert work. He came to us very highly recommended and during the past year has proved himself a most valuable head of the Piano Department. Through his untiring efforts and superior skill this department has grown to such an extent that it will be necessary to have an assistant in this department at the opening of the next year. Students in this department will have the advantage of the superior and artistic instruction given by Prof. Velie.

No department of our work has grown so rapidly or given such evidence of permanency as that of the piano. In fact, the growth of the last six years has been phenomenal. Our constituency is more and more appreciating that the instruction offered is *second to none* in the middle west and at much less cost to the student. The department is adequately supplied with pianos of the best make for its work.

We are offering two courses in piano—one leading to a teacher's certificate and the other graduation and diploma. No degrees are conferred in these courses. By pursuing a post-graduate course under the head of the department with certain assigned literary work the degree of Bachelor of Music will be conferred.

The courses are adjusted to meet the needs of those who desire the training, either for cultural ends or personal enjoyment, as well as for those who wish to prepare as teachers and instructors in music.

Students do individual work and may advance as fast as their ability, attainments and previous preparation will permit. Diplomas are granted upon the satisfactory completion of the prescribed course, this to be determined by the music faculty. Said course includes a certain definite amount of high school or academic work and thorough courses in Harmony, Counterpoint and History of Music.

Substitutions may be made in the following courses, provided the work offered is of equal value with those outlined in the course.

Teachers' Certificate Course

PREPARATORY COURSE

Beginning work in technic, finger exercises, broken chords, major and minor scales.
Kahlau and Sonatinas and other studies.
Pieces in easy grades.

FRESHMAN COURSE

Technic, Arpeggio work, Octave studies.
Scales in thirds, sixths and tenths.
Low., Loesshorn Op. 66.
Czerny Op. 261.
Burgmuller Op. 105.
Mozart and Haydn Sonatos.
Pieces by Godard, Chaminade, Leibling, Schytte, Schumann and others.
Chadwick's Harmony completed.

SOPHOMORE COURSE

More advanced technic, scales in double, thirds and sixths.
Czerny, Op. 299, Cramer, McDowell Op. 39.
Bach two-part inventions.

Expression Studio

EXPRESSION

The Expression Department will be under the direction of Miss Mary T. Devereaux. Miss Devereaux is a graduate of the Greeley School of Expression of New York City and has studied under some of the best instructors of the country. The success of her work the past year is sufficient commendation of ability.

The aim of this department is to develop the intellectual faculties, arousing and quickening the imagination, stirring and deepening the feelings and bringing forth all the nobler emotions of the mind and heart. It preserves the individuality of each pupil and develops him through natural channels.

No matter what one's station in life may be one must learn the importance of address and self-possession.

The demand for natural unaffected expression and genuine culture is increasing yearly, and the man or woman whose personality is commanding with its grace and dignity is picked for the world's leadership.

The course is designed to develop the mind, voice and body in such a manner as to secure a natural and harmonious power of expression and perfect poise.

Pieces by Schumann, Greig, Mendelssohn, Rubenstein, Schubert, etc.

Skinner's First Year in Theory completed.

Sight read and ear training.

The completion of the following Junior and Senior Courses, in addition to the Certificate Course, entitles the student to graduation and diploma.

JUNIOR COURSE

Technic, Czerny 740.

Bach three-part inventions.

Easier Sonatas of Beethoven.

Chopin-Valses, Mazurkas and Polonaises.

Pieces by Moszkowski, Sherwood, Liszt, McDowell and others.

Beginning Counterpoint and more advanced Harmony.

SENIOR COURSE

Chopin, Etude.

Bach's Well Tempered Clavichord.

Clementi Tausig, Gradus ad Parnassum.

Moscheles, Op. 70.

More difficult Sonatas of Beethoven.

Compositions by Liszt, Sain Saens, Brahms, Chopin, etc.

Advanced Counterpoint.

II Voice Department

Exceptional opportunities are offered to vocal students of Palmer Conservatory. This department is under the direction of Miss Lucy Kavanaugh Peery, a graduate of the Northwest Missouri College, and the New England Conversatory of Music, Boston, Mass., with special work under Oscar Saenger, William H. Dunham, George Chadwick and others. Miss Peery is a teacher of remarkable ability, and has a very successful record to her credit. She is an artist of the highest class, and is able to reproduce her art in her pupils, who make unusual progress in their studies and development. After completing the course as outlined students may enter the professional field as teachers, church and concert singers. The course is thorough and complete, and the voice is so thoroughly trained in tone, quality, poise and volume that it is capable of meeting the exacting requirements of public singing.

COURSE OF STUDY

FIRST YEAR

Voice—Two thirty minute lessons weekly. Exercises in breathing, tone production and tone building. Special exercises in vocalization and solfeggio.

Studies: Siebern Caucone, Modern Songs in English.
Diction: English and Italian.
Piano: One lesson weekly.
Musical History.
Chorus.

SECOND YEAR

Chorus—Two thirty minute lessons weekly. Exercises in breahing, tone building, vocalization and solfeggio continued.

Studies: Caucone, Lutgen, Marchesi. Modern songs in English and Italian.

Diction: English and Italian.
Language: French.
Piano: One lesson weekly. (Secondary).
Theory.
Chorus.

THIRD YEAR

Voice—Two thirty minute lessons weekly. Exercises in vocalization and solfeggio continued. Caucone.

Studies: Marchesi, Lutgen, and Lamperti. English, French and German songs.

Language: French and German.
Piano: One lesson weekly. (Secondary).
Harmony.
Chorus.

FOURTH YEAR

Voice: Two thirty minute lessons weekly. Exercises in vocalization, advanced scales for flexibility and brilliancy.

Studies: Marchesi, Lutgen, and Lamperti. Studies in Bravura. Songs in English, Italian, French and German. Select Arias from standard operas and oratorios.

Language: German.
Piano: One lesson weekly. (Secondary).
Chorus.

CHORUS WORK

A chorus class will be organized at the opening of each semester. Pupils of all departments are admitted to this class. No extra charge will be made for this work, but each student must pay for all music used. Those entering the class at the opening of the semester must register for the entire semester and attend rehearsals regularly.

SIGHT READING

Sight reading classes will be formed for the especial benefit of school teachers. Public school music will be given special emphasis.

III. VIOLIN DEPARTMENT

The growth of the Violin Department of Palmer Conservatory during the last four years has exceeded our most sanguine expectations. Six years ago we had to send to St. Joseph for a violinist, in order that we might have some violin music in an orchestra which played at the Commercial Club banquet at the opening of the College in Albany.

Palmer Conservatory offers exceptional opportunities to those desiring instruction in Violin or Band instruments.

We are offering special inducements to those desiring instruction under an artist in Violin, Trombone, Baritone and other Band and Orchestra instruments. Two courses are offered—one leading to a teacher's certificate, including the first two year's work, the other a four-year course leading to a diploma, including the last two years of the course in addition to the above.

COURSE OF STUDY

The Violin Course includes works selected from the following:

I. (a) 1st and 2nd Hening Violin School. Sevcik (half tone system), Parts I, V, VIII. op. 6.

(b) Etudes: Kayser, Book I, II, III.
Sitt op. 32, Part I.
Wolfhart op. 45, Part I.
Dancla op. 68.

(c) Duets, Pleyel Duos op. 8.
Correli Album for Violin and Piano.
Hermann op. 44, Petite Rhapsodie.
H. Sitt, Solos op. 8.
Dancla, Airs Varie, etc.

II. (a) Left hand technic through three octaves in Scale.
Arpeggios, Double stop, Sevcik, op. 8, Sevcik op. 9.
Sevcik op. 2, Parts I and III.
Sevcik op. 3, 40 Bowing variations.
(b) Etudes: B. Campagnoli op. 12.
Kreutzer Etudes, 1st half.
(c) Concertos: Rode, Kreutzer, Ch. de Veriot.

III. (a) Sevcik op. 1. Violin Technic.
Part III—Nos. 5 to 10.
Part IV—Nos. 1, 5, 10, 21, 22.
(b) Etudes: Kreutzer Etudes continued.
Fiorille—36 Etudes.
Rode—24 Caprices.
Dancla—op. 73.
(c) Concertos: Sophr—Nos. 2, 7, 8.
Viotti—Nos. 22 and 23.
Mozart—Eb major.
Vieuxtemps, Ballade et Polonaise, Sonatas by Tartina, Handel and Mozart.

IV. Complete review and continue study of Violin Technic op.
1 Sevcik. Parts I, II, III and IV.
Etudes: Rovelli--Etudes.
Dont—op. 35, Caprices.
Concertos: Vieuxtemps D Minor.
Mendelssohn E Minor.
Wienawski D Minor.
Mozart D Major.
Beethoven Sonatas and various Fantasies.

COURSES IN HISTORY OF MUSIC, THEORY, ETC.

Course 1. *History of Music*: A concise survey of the entire field of musical history. The essential elements of music are dwelt on, the styles of the masters compared and monumental works analyzed with reference to their marked points of beauty and their influence on the processes of the art. (2) hours' credit.

Course 2. *Harmony*: Melodic and Harmonic relationship of tones established by an exhaustive study of intervals, followed by the acquisition of a working knowledge of triads and chords, of the seventh and their inversions. Preparation and resolution of disonances in general, modulation, suspension, passing and changing notes and organpoint. Special attention given to those fundamental princi-

ples upon which the science of harmony rests. Three hours a week for two semesters. (6) hours' credit.

Course 3*a*. *Counterpoint*: The addition of parts to a cantus firms, simple and double counterpoint. Three hours a week for one semester.

COURSE OF STUDY

First Year: Study in Articulation, Enunciation, Pronunciation, Correct Breathing, Vocal Culture, Platform Deportment, Interpretation, Analysis, Gestures and their application, Inflection, Emotion, Grouping, Pausing, Criteria of Vocal Expression—time, pitch, quality and force.

Second Year: Mental attitude of the Reader, Succession of Ideas, Central Idea, Values, Atmosphere, Contrasts, Readings and Recitations, Sight Reading, Orations, Critical study of English and American masterpieces, Theory.

Third Year: Analysis and study of plays, Presentation of scenes from the Drama, Bible and Hymn Readings, Presentation of Original Cuttings for practice and criticism, presentation of short plays, Shakespeare and Browning interpretation, Reading and Recitation.

Class work will include the fundamental principles of the art, besides studies in Pantomime, Character Sketches, Extemporaneous Speaking, Scene Work, Cuttings, etc.

TIME REQUIRED TO COMPLETE COURSES IN MUSIC AND EXPRESSION

The length of time required to complete a course in Piano, Violin, Voice or Expression is determined largely by the diligence, talent and the health of the student.

High standards must be maintained and students will not be tendered graduation honors and diploma until the requirements of the course have been met. Some students of special talent may be able to complete a course in less than four years, but the subject matter of the course must be mastered.

REQUIREMENTS FOR GRADUATION

Candidates for the diploma in any of the above courses, Piano, Violin, Voice or Expression, must be graduates of a four-year high school or the equivalent, and in this course must have four years in English and two years of German;

must pursue the courses outlined to the satisfaction of the music faculty; must have courses in History of Music, Harmony and Counterpoint (except in the expression course). Voice and Violin students must have two years' work in piano. Voice students must be able to sing at least three languages and be able to render a programme composed of songs by the best composers, Arias from Italian or German operas and a selection from oratorio. All graduates must have studied in the department from which they are receiving a diploma at least the year preceding graduation.

The above requirements do not debar students from entering who are not high school graduates. Students may enter at any time and pursue such studies as they are prepared to take, but cannot graduate until the work assigned has been completed.

A diploma will not be granted for less than two years' work after the completion of the certificate course.

Department of Commercial Science

One of the important movements in the development of Palmer College along broader lines of usefulness has been the Department of Commercial Science. This is an age demanding trained workers in all commercial pursuits. That the best possible training is none too good for the complicated life of today needs no argument.

The Commercial Department of the College offers superior advantages to young men and women seeking a place in the world of commerce. We are prepared to give a thorough course leading to graduation and diploma, under the most helpful Christian influences, free from many of the temptations that are about the average business college in the city. The department is conveniently located in well-equipped rooms, prepared for the purpose, with all the conveniences usually found in first-class commercial colleges.

We are offering the following courses: The first, a two-year course leading to a diploma and graduation, in either Shorthand or Bookkeeping, or a combination of the two; the second, one-year brief course, leading to a certificate.

In Shorthand a speed of one hundred words per minute must be made before either diploma or certificate are issued.

TWO-YEAR COURSE

FIRST YEAR

Bookkeeping or Shorthand: One unit, (4).
English I: One unit, (4).
Penmanship.
Commercial Arithmetic: One-third unit, (4).
Commercial Law: Winter semester, (4).
Typewriting (if Shorthand is taken).

SECOND YEAR

Bookkeeping or Shorthand: One unit, (4).
Typewriting (if Shorthand is taken): One unit, (4).
English II. One unit, (4).
Spelling and Rapid Calculation:
Agriculture or Domestic Science: One unit, (4).
Penmanship.
Salesmanship: Winter Semester, (4).

BRIEF COURSE

Bookkeeping or Shorthand: One unit, (4).
Penmanship.
Arithmetic: Two-thirds unit, (4).
Typewriting (with Shorthand).
Spelling and Rapid Calculation.
Commercial Law: One semester, (4).
English I: One unit, (4).

Description of Courses

BOOKKEEPING

Theoretical: The Rowe Bookkeeping system is used. The instruction is individual in method and illustrative in character. The students in this branch are under the care and supervision of the teacher, and are allowed to advance as rapidly as their proficiency will justify.

Practical: Each student is given a capital with which he embarks in the general merchandising business on his own responsibility, enjoying entire freedom of action, meeting business people face to face, transacting business according to law and usage. This requires him to bring into play all he has previously learned. Two periods per day.

Office Practice: The student secures employment in a series of Real Estate, Brokerage, Commission, Stock, Railway, Insurance and Wholesale Houses, where he becomes

familiar with the forms and methods of conducting each respectively, after which he is promoted to a place in one of the two banks. He handles money, assumes all responsibility of an office, and attains proficiency and rapidity in office work. Two periods. Throughout the year.

Shorthand: The Gregg System is taught. The instruction treats of every principle and device for brief and legible writing. Much emphasis is placed on the study of the fundamental principles of the art. Students are permitted to advance just as rapidly as is consistent with accuracy and thorough mastery of the logical steps of the subject. Daily drill in the simpler forms, word-signs, etc., followed by the more complicated combinations of words and phrases.

Dictation: This work is made up of actual business letters, classified under twenty-six different heads of business, together with other matters, such as legal documents, testimony in civil and criminal cases, general information for students, etc. Text: Universal Dictation Course.

Office Practice: The exercise correspondence of the College and of the Department is all dictated to the advanced students, hence each student gets the practical work as that of a general business office.

Spelling: Special attention is given to the pronunciation and meaning of words and their use in the sentence, as well as their correct spelling. Text: Spencerian Speller.

Rapid Calculation: Here we become familiar with the calculations used by clerks and bookkeepers, including bill-making, short and simple methods of computing percentage in its application to commission, interest and bank discount; exercises for training students in rapid methods of performing operations in the fundamental rules.

Typewriting: Here the student is trained in Letter-writing, Copying, Manifolding, Forms, Punctuation, Paragraphing, Capitalizing, Filing and Indexing Letters, and all the work of a general business office. Text: Gregg's Rational Typewriting.

Penmanship: Students of the Commercial Department have an unusual opportunity to develop into first-class penmen, under the direction of skilled instructors with years of successful experience in some of the best business colleges in the United States. The object of this course is to develop elegant penmen and good business writers. The New York Tribune says: "The elegant and rapid writer will always command a high salary."

Arithmetic: A review of the entire subject. Special emphasis will be given to Fractions, Percentage and Mensuration. Drill is given in all the operations required in the ordinary transactions of business.

Commercial Law: Only such topics are taken up as will be of interest and use to every one in business life, such as Contracts, Negotiable Papers, Agency, Partnership, Corporations, Guaranty, Suretyship, Insurance, etc. Daily recitations from text, with original discussions of current legal problems.

Salesmanship: A course in the art and the science of business efficiency, philosophy of leadership as these are related to the problem of approaching interesting and selling merchandise or services to the buying public. (Four hours' winter semester).

Tuition and Expenses

Cost of Registration Fee, Tuition, Board, Room Rent, Laboratory and Other Incidental Fees

Trouble and losses contingent upon any other than a cash basis compel us to require settlement of all bills in advance. All bills must be settled or satisfactorily arranged for at the office at the opening of each semester. *At least the registration fee of* $10.00 *must be paid in cash at the opening of each semester.* Students taking half time work and all local students who register only for one music lesson per week *must pay a registration fee of* $5.00, *which must be paid in cash at the time of registration. No class admission card will be issued to students until the above requirement is complied with.*

All board bills must be paid in advance, in order that the best service be rendered in the dining hall. This is absolutely essential, and those managing the dining hall are under no obligation to furnish board unless the above requirements are met.

All books used in the various departments of the institution are kept on sale in the college book store, and no books will be delivered until payment is made.

No tuition or fees will be returned from any department unless in the case of protracted sickness. Registration fees, under no circumstances, will be returned. Students leaving classes, dropping work, or leaving the institution will not secure refunds.

LATE REGISTRATIONS

Students registering during the first three weeks of the semester will be charged full tuition and fees. Those entering between the third and fifth week one-eighth will be deducted. If between the fifth and eighth week, one-fourth will be deducted. Those entering between the eighth and fourteenth week one-half rate will be charged. Those entering between the fourteenth week and the close of the semester one-fourth rate will be charged.

ROOM RENT IN KANSAS HALL

Kansas Hall was opened to girl students at the opening of the fall semester in 1916. This new addition to the College plant makes a most delightful home for the girls during the college year. The building is modern in all of its details. Each room is furnished with a large closet, a strong steel folding bed, which folds up out of the way through the day, a good oak dresser with large mirror, a good oak library table, with shelves for books in each end, two strong oak rockers, one plain chair and two rugs. Girls will furnish their own bed blankets, comforters, linen, towels, etc. Each bed is furnished with a good mattress. All trunks will be unpacked and kept in the large attic, and none will be allowed in the rooms or in the hallways. The price of rooms, including laundry privileges, light, heat and bath, vary from $20.00 to $30.00 per semester where two occupy the same room, and $30.00 to $40.00 where student occupies room alone. There are only two rooms renting at $20.00 per semester, and these are immediately over the gymnasium; $40.00 per semester is charged for corner rooms when occupied alone and $30.00 per semester when shared with another.

Board: Good table board may be secured in the college dining hall at $4.00 to $5.00 per week. On account of the increasing prices of foodstuffs we were compelled to raise the price of board to $4.00 per week during the past year. We are hoping that we may not have to charge any more than this amount, but the price is at all times subject to such advance as will cover any increase in market prices of foods.

DAMAGE TO PROPERTY

Students and teachers will be held responsible for all damage done to College property, and no grades will be given when such bills remain unpaid.

ROOMS FOR BOYS

Ample provision has been made by the citizens of Albany for rooming facilities for the young men who wish to attend the College. There are plenty of good rooms within one or two blocks of the College grounds that can be had at from 75 cents to $2.00 per week, according to conveniences and location.

BOARDING AND ROOMING OUT

Young ladies desiring to board or room out in town must have a written request for such privileges made to the College by parents or guardian. It is the policy of the institution to fill all the dormitory rooms before any are allowed to room out in town, and when such permit is issued the place of rooming must be approved by the President. At any time students who have been given this privilege abuse it by misconduct it will be revoked by the school, and the young lady requested to move into the hall. All such students are under the same restraints and regulations as those rooming in the dormitory.

GENERAL EXPENSES

The total cost of a course of study covering one year in Palmer College in the Collegiate, Academic, Education, Commercial or Domestic Science Departments need not exceed $300. The opportunities for self help in Albany are so many that this can be materially reduced by economy and industry. Laundry privileges will be afforded all young women rooming in the College Dormitory.

SCHEDULE OF EXPENSES FOR THE SCHOLASTIC YEAR

REGISTRATION FEE

Registration fee in all departments $10.00 per semester, payable in cash at time of registration.

Registration fee for half time students and local students taking one music or expression lesson per week $5.00 per semester, payable in cash at time of registration.

TUITION

Preparatory Department, $20.00 per semester.

Elementary Normal, $20.00 per semester.

Commercial, $25.00 per semester.

Junior College, Freshman and Sophomore years, $20.00 per semester.

Junior College Junior and Senior years, $25.00 per semester.

Students taking less than twelve hours will be charged $2.50 per hour.

Special Departments

MUSIC, EXPRESSION AND DOMESTIC SCIENCE

Piano, Voice, Violin and Band Instruments two lessons per week, under head instructor, $35.00 per semester, when registration fee is paid in this department; $40.00 when registration fee has been paid in some other department.

One lesson per week under head instructor, $18.00 per semester when registration fee has been paid in this department; $20.00 per semester when registration fee has been paid in some other department.

Single or private lessons $1.50.

Orchestra and Band rehearsal fee for those not taking private lessons, $5.00 per semester.

Harmony in class, two hours per week, $18.00 per semester.

Harmony, private lessons, two lessons per week, $25.00 per semester.

Counterpoint in class, three lessons per week, $25.00 per semester.

History of Music, in class, two lessons per week, $10.00 per semester.

Sight reading, one lesson per week, $10.00 per semester.

EXPRESSION TUITION

Two lessons per week, $25.00 per semester when registration fee has been paid in this department; $30.00 when registration fee has been paid in some other department.

One lesson per week, $15.00, or $20.00 per semester when registration fee has been paid in some other department.

Single or private lessons, $1.00.

DOMESTIC SCIENCE TUITION

Cooking, two hours per week, $20.00 per semester.

Sewing, two hours per week, including Dietetics and six hour's literary work, $20.00 per semester.

PIANO AND TYPEWRITING RENT

Piano rent, based on one hour per day, $3.00 per semester.

Typewriter, rent, based on the rate of two hours per day, $6.00 per semester.

LABORATORY FEES

Chemistry, Biology, Botany and Domestic Science, $7.00 per semester.

Physics and Agriculture, $4.00 per semester.

Gymnasium fee, $3.00 per semester.

All regularly registered students will be charged a gymnasium fee of $3.00 per semester, this including rental for a locker, showers, etc.

DIPLOMA FEES

All students receiving the regular diploma are charged a fee of $5.00, which must be paid not later than May 1 of the spring semester. Those receiving the short course certificates will be charged $3.00, which fee must be paid on or before May 1.

CAUTION FEES

A caution fee of $2.00 will be charged every regular student, *which fee must be paid in cash* at the time of registration, and no class card will be issued until the same is paid. This fee will be returned at the close of the year, in case there is no damage or breakage or lost or broken keys charged against it. Lost or broken keys are charged at $1.00 each until they are returned by the student who took them from the office.

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